15 April 1953

MEMORANDUM FOR THE RECORD

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TIME : 9:30 a.m., 15 April 1953

PLACE : Colonel White's Office

PRESENT: Colonel White, General Morris, and Messrs. Maloon, Garrison, ⬚
(Deputy Chief, Transportation Division), Saunders, Peel, ⬚

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(O&M Examiner), and ⬚

SUBJECT: Functions of the Central Processing Branch, Personnel Office, and the Passenger Movement Branch, Logistics Office

1. A meeting was called to discuss the functions of the Central Processing Branch, Personnel Office, and the Passenger Movement Branch, Logistics Office, in relation to the over-all problem of developing the most effective methods for facilitating overseas travel by Agency personnel and their dependents. Colonel White opened the discussion with a review of the operations currently performed in connection with the processing of overseas travel. He made the observation that based on his own survey of the Central Processing Branch it appeared that the Branch Chief was a conscientious and competent person who was striving to carry on the operations with maximum convenience to overseas travelers. Colonel White spoke at some length about the principles which he felt should govern in organizing and staffing the function of preparing and assisting Agency personnel for traveling overseas:

a. Certain functions now performed by the Passenger Movement Branch should be transferred to the Travel Section of the Central Processing Branch in order to accomplish more efficient operation and to eliminate the basis for some current confusion. Specifically, such activities as contacting carriers and picking up tickets should be carried on incidentally with the function of planning itineraries. Presently, itineraries planned by the Central Processing Branch cannot always be carried out by the Passenger Movement Branch in its negotiations with carriers. Joining all of these operations under the direction of the Central Processing Branch will do away with the confusion created by the present arrangements.

b. In order to provide unified direction in the performance of the processes involved in assisting the overseas travelers and their dependents, the Central Processing Branch should be charged with the responsibility for all of these operations. The Central Processing Branch should be equipped with a table of organization which reflects

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this over-all responsibility. However, the Chief of Logistics should be responsible for furnishing technically competent personnel to staff those positions which make up the table of organization of the Travel Section of the Central Processing Branch. In all likelihood, these employees should have a Logistics Office career designation and be under the jurisdiction of the Career Service Board established for the Logistics Office. As vacancies develop in the Travel Section, the Chief of the Central Processing Branch should receive nominations from the Logistics Office for filling these positions. Also, the Transportation Division would be expected to supply technical assistance to the Central Processing Branch with respect to the performance of transportation aspects of the functions of the Branch. In addition, the Transportation Division might wish from time to time to survey this phase of the work of the Central Processing Branch to insure proper adherence to Agency-wide transportation standards.

2. Mr. Garrison agreed that if he were empowered to do so he would delegate sufficient authority to the Central Processing Branch to permit the consolidated operation outlined by Colonel White.

3. Although the meeting had been convened in connection with problems of overseas travel, Colonel White remarked that he could see no reason why domestic travel should not also be handled by the Central Processing Branch. He directed that the necessary procedures be set up to insure that in the future the Central Processing Branch be made responsible for this function.

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cc: ADD/A